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Governor

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# Arizona Department of Transportation

## Intermodal Transportation Division

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2 Jmk  
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### INFORMATION BULLETIN NO. 02-02

TO: ADOT Project Managers/Monitors, Resident Engineers  
And Consultant Engineering Firms

FROM: Engineering Consultants Section

SUBJECT: ADOT PARKING PERMITS

As a result of a recent security assessment of ADOT's Phoenix Headquarters, the parking permitting process was revised. ADOT is now issuing new parking decals that are to be renewed on an annual basis. The new parking decals will replace the current "mirror hanger" permits.

Please be advised that effective February 15, 2002, the blue and white mirror hanger permits will no longer be valid and Capitol Police begin enforcing the new parking permit decal requirement.

To obtain a parking permit decal, the attached form must be completed and either mailed or faxed to Engineering Records at the following location:

Engineering Records Section  
1655 West Jackson, Room 175, Mail Drop 112F  
Phoenix, Arizona 85007  
Phone: (602) 712-7888  
Fax No. (602) 712-3235

Please do not come to the Engineering Records counter to receive a decal. Your decal will be sent to you upon receipt of your completed form. If you have not received your decal in a timely manner, you may call Engineering Records at (602) 712-7888.

Upon receipt of your parking decal, your decal must be placed on the exterior of the rear window on the lower left side. This will allow greater visibility for security/enforcement purposes.

If you should have any further questions, please feel free to call this office.

Catherine J. Hegel  
Contract Administrator





ARIZONA DEPARTMENT OF TRANSPORTATION  
GENERAL OPERATIONS GROUP  
1655 W. JACKSON, Room 175, Mail Drop 112 F  
Phone: (602) 712-7888 Fax: (602) 712-3235

## PARKING PERMIT REQUEST

EMPLOYEE NAME \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_

MAIL DROP \_\_\_\_\_ WORK PHONE \_\_\_\_\_ ORG \_\_\_\_\_

DIVISION \_\_\_\_\_ SECTION \_\_\_\_\_

- ▲ Parking permits are required for employee's personal vehicles in the Phoenix headquarters complex and the facility at 2739 E. Washington Street in Phoenix.
- ▲ If an employee has more than one vehicle, a parking permit will be assigned to each vehicle.
- ▲ Complete and submit this form to the Engineering Records Section to receive a parking permit. When the form is faxed (602) 712-3235 or mailed (Mail Drop 112F), the permit will be processed and mailed back to the applicant.

*Permit is to be applied to the exterior bottom left corner of the rear vehicle window.*

*Vehicles not displaying an ADOT parking permit are subject to citation*

VEHICLE #1

EMPLOYEE  
LICENSE PLATE NO \_\_\_\_\_ PERMIT NUMBER ISSUED \_\_\_\_\_

VEHICLE #2

EMPLOYEE LICENSE PLATE NO \_\_\_\_\_ PERMIT NUMBER ISSUED \_\_\_\_\_

VEHICLE #3

EMPLOYEE LICENSE PLATE NO \_\_\_\_\_ PERMIT NUMBER ISSUED \_\_\_\_\_

DATE \_\_\_\_\_ ISSUED BY \_\_\_\_\_